



CITY OF SUGAR LAND

RESIDENTIAL BUILDING PERMIT APPLICATION

FOR OFFICE USE ONLY

Application #: _____

Date Entered: _____

PROJECT ADDRESS: _____

PROJECT NAME: _____ SUBDIVISION: _____

TYPE OF PERMIT: ☐ New Residential ☐ Residential Remodel ☐ Residential Addition
☐ Siding ☐ Fencing ☐ Flatwork ☐ Moving
☐ Demolition ☐ Pool ☐ Piers ☐ Foundation

PROPOSED USE: _____ SQUARE FOOTAGE: _____ VALUATION: \$ _____

Contractor	Street Address	City	State	Zip Code	Phone	EMAIL
Owner	Street Address	City	State	Zip Code	Phone	EMAIL
Engineer/Architect/Designer	Street Address	City	State	Zip Code	Phone	EMAIL

Separate permits are required for electrical, plumbing, heating, ventilating and air conditioning. This permit becomes null or void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

****THE FOLLOWING CONTACT INFORMATION MUST BE FILLED OUT****

Signature Of Owner or Authorized Agent _____ Date _____ Printed Name _____ Company _____

Phone _____ Fax _____ Cell _____ Email _____

3 FULL SETS OF PLANS ARE REQUIRED UPON SUBMITTAL

ALSO REQUIRED: PROJECT DATA SHEET; PLOT PLAN; ELECTRICAL LOAD CALCULATION; ENERGY COMPLIANCE CERTIFICATE (RES-CHECK); INSPECTION CHECKLIST AND BUILDING FLOODPLAIN REVIEW CHECKLIST

Plan Check Fee (Due at time of submittal):\$ _____

Type of Payment: _____ Building Permit Fee: \$ _____

- ☐ Cash
☐ Check _____ Check #
☐ Mastercard
☐ Visa
☐ Escrow

PROJECT DATA SHEET

PROJECT ADDRESS: _____

PROJECT NAME: _____

LOT: _____ BLOCK: _____ SECTION: _____

NOTES:

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PERMIT FEE: \$ _____ PLAN CHECK FEE: \$ _____ DEMO FEE: \$ _____

TOTAL FEE: \$ _____

PLAN REVIEWED BY: _____

APPROVED FOR ISSUANCE BY: _____

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RESIDENTIAL PERMIT CHECK-LIST

PLEASE VERIFY THE FOLLOWING INFORMATION BY PLACING A CHECK MARK BY EACH ITEM.

- 3 PLOT PLANS SUBMITTED CLEARLY SHOWING PROPOSED CONSTRUCTION _____
- 3 COMPLETE SETS OF BUILDING CONSTRUCTION PLANS
- REScheck ENERGY COMPLIANCE CERTIFICATE & ELECTRICAL LOAD ANALYSIS (IF APPLICABLE) _____
- APPLICATION IS CURRENT AND CONTAINS ALL CONTACT INFORMATION (FAX, EMAIL, PHONE, & INFORMATION PROVIDED IS LEGIBLE) _____
- RESUBMITTAL / REVISED APPLICATIONS ATTACHED (FAX, EMAIL, PHONE, & INFORMATION PROVIDED IS LEGIBLE) _____
- FLOODPLAIN REVIEW CHECKLIST FILLED OUT FOR NEW HOMES, NEW POOLS AND ADDITIONS _____
- PLAN CHECK FEE DUE AT THE TIME OF SUBMITTAL

For office use

Processed by: _____ (Date) _____

****Any submittals that do not meet all the requirements on the checklist should not be accepted. If plans are received by the DRC Coordinators with missing information they will be sent back downstairs.****

CITY OF SUGAR LAND
BUILDING PERMIT FLOODPLAIN REVIEW CHECKLIST

ADDRESS: _____ **APPLICATION NO.:** _____

1. Is the proposed building/ structure located within a special flood-hazard area as shown on the Effective Flood Insurance Rate Map?
() Yes () No

2. Is the proposed building/ structure located within a floodway as shown on the Effective Flood Insurance Rate Map (FIRM)?
() Yes () No

3. If you answer yes to either of the above two questions, please complete the City's Floodplain Development Permit Application.

4. If you answer no to questions (1) and (2), please provide the following information, only if, the proposed buildings/ structures are located within 500 ft distance from a flood hazard area as shown on the effective FIRM:
 - The distance (ft) of the proposed building/ structure from the effective flood-hazard area boundary:

 - Base-flood elevation (BFE) data in the proximity of the proposed building/ structure (ft):

 - Lowest Finished Floor Elevation of the proposed building/ structure (ft):

 - Natural (undisturbed) Ground Elevation at the site of the proposed building/ structure (ft):

 - Attach Elevation Certificate or Elevation Survey from a Registered Surveyor or a Registered Engineer:

♦ Please ensure that the datum used to report elevation data requested above are consistent (same datum). Otherwise, report datum adjustment factors.

5. Other relevant information

Address: _____ **Application#** _____

RECOMMENDATION

Grant Permit

Request Additional Information

Deny Permit

Building Official/ Floodplain Administrator _____

Date



Insurance Requirements

Sugar Land Development Code

Chapter 7

Article II. Buildings

Section 7-16. Code Amendments

105.8. *Insurance Required.* As a condition to the issuance of the permit, the Contractor shall submit proof that the contractor has: Workers' Compensation insurance as required by law; general liability insurance of at least \$100,000 for any one accident and \$300,000 for any one person; and property damage insurance of at least \$50,000 for any one accident and \$1,000 for any one piece of property.

The Certificate Holder Box Must Read:

Certificate Holder Box
City of Sugar Land Attn: Development Services/Permits P.O. Box 110 Sugar Land, TX 77487-0110

Proof of insurance can be faxed to (281) 275-2271.



FEE SCHEDULE

EFFECTIVE OCTOBER 1, 2008

**PLAN-CHECKING FEES WILL BE REQUIRED
AT THE TIME OF SUBMITTING PLANS
AND SPECIFICATIONS FOR CHECKING**

RECOMMENDED SCHEDULE OF PERMIT FEES

***PERMIT FEES**

Total Valuation	Fee
\$1 to \$50,000-----	\$16.75 for the first \$1,000 plus \$5.50 for each additional thousand or fraction thereof, to and including \$50,000.
\$50,000 to \$100,000-----	\$289.50 for the first \$50,000 plus \$4.50 for each additional thousand or fraction thereof, to and including \$100,000.
\$100,000 to \$500,000-----	\$512.00 for the first \$100,000 plus \$3.25 for each additional thousand or fraction thereof, to and including \$500,000.
\$500,000 and up-----	\$1,848.00 for the first \$500,000 plus \$2.25 for each additional thousand or fraction thereof.

***PLAN-CHECKING FEES**

When the valuation of the proposed construction exceeds \$1,000 and a plan is required to be submitted, a **plan-checking fee shall be paid to the building official at the time of submitting plans and specifications for checking.** Said plan-checking fee shall be equal to one-half of the building permit fee. Such plan-checking fee is in addition to the building permit fee. **2003 International Building Code© - Section 108**

Three full sets of plans, including site plan, are required at the time of submittal.

2003 International Building Code www.iccsafe.org

2005 National Electrical Code www.nfpa.org

**Thank you,
Development Services Management**



DEVELOPMENT SERVICES

2003 INTERNATIONAL ENERGY CONSERVATION CODE **Compliance Procedures**

Plan Review Requirements

The City of Sugar Land shall require any persons requesting a Building Permit for new construction or a remodel/addition of a structure to submit proof of compliance with the 2003 International Energy Conservation Code.

Approved Method:

RES check Residential Energy Code Compliance Software

1. Provide a RES check Compliance Report and a RES check Inspection Checklist. (RES check software is available free of charge thru the US Department of Energy by calling 1-800-270-CODE) www.energycodes.gov
2. Include with the above information three complete sets of construction drawings. (Include with the drawings)
 - a. A door schedule detailing the Gross Area, U-Factor and the type of each individual door located in the building envelope.
 - b. A window schedule detailing the Gross Area, U-Factor and the type of each individual window located in the building envelope. Note: (The area-weighted average Solar Heat Gain Coefficient (SHGC) of all glazing cannot exceed 0.4)
 - c. A detail identifying the R-Value of the insulation to be installed in the walls and at the ceiling located in the building envelope.

The provisions of this document are not intended to prevent an alternative method of compliance provided the Building Official finds that the proposed method is satisfactory and complies with the intent of the provisions of the 2003 International Energy Conservation Code.

Please feel free to contact our office if you have any questions regarding the above information at (281) 275-2270.